



Employees are reminded University Campaign Policy

◆ The attention of employees who are or intend to be candidates for elected public office has been directed to guidelines appearing in the Campus Administrative Manual (371.5). These guidelines pertain to participation in political campaigns by Cal Poly employees, as well as to election to office.

Recently President Robert E. Kennedy advised deans and division heads that candidates for all public offices, including school board elections, should develop written understandings regarding campaign activities, use of leave time, and conflict of interest.

Dr. Kennedy indicated that, from time-to-time, individual candidates, as well as the University, have been criticized for what appears to be conflict of interest, misuse of State time, or other incompatible activities. He said that, to his knowledge, all Cal Poly employees who have run for public office have complied with the guidelines.

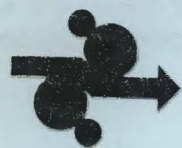
Briefly, the CAM section indicates that campaign activities should be conducted outside normal work hours unless authorized time off has been arranged with the respective department head; a detailed written time schedule should be worked out with the supervisor for fulfillment of normal daily assignments; and the employee should advise the public of any working arrangement with the University. The guidelines also provide that, upon election to a part-time or full-time public office, the employee's University assignment will be reduced proportionately.

Dr. Kennedy pointed out that the guidelines are in no way intended to inhibit the individual's right to seek public office but to point out to all the responsibilities of University employees. He said he hoped that broader public understanding of the arrangements required of candidates and elected officials who are Cal Poly employees will result from drawing attention to the campaign guidelines.

◆ PERSONNEL REPORT AVAILABLE FOR READING

Copies of the Twelfth Annual Report to the Governor and the Legislature on Personnel Matters in the California State University and Colleges have been received on campus. This report was submitted to the Governor and both houses of the Legislature in accordance with the provisions of the Education Code. The report covers salary and budget requests for the 1975-76 fiscal year for both the academic and staff salary groups. Other personnel proposals to the governor and legislature are also detailed. A copy of the report is available to all Cal Poly faculty and staff in the reference section of the Cal Poly library.

◆ HEALEY WILL RETURN TO TEACHING



Cal Poly has begun a search for a new head of the Journalism Department to succeed John R. Healey, head of the department since 1967. Healey has asked to be returned to full-time teaching duties. President Robert E. Kennedy, who accepted Healey's request "with regret," said he would be reassigned beginning in the 1975 Fall Quarter or as soon as a suitable replacement can be found.

A member of the Cal Poly faculty since 1947 when he became advisor to student publications and publicist for athletic programs, Healey joined President Kennedy as the first faculty members when the agricultural journalism program was established in 1951. He developed the photo journalism courses offered by the Journalism Department and took leadership in establishment of a student chapter of the Society of Professional Journalists, Sigma Delta Chi.

Healey, who is a past president and founder of the SPJSDC professional chapter in this area, is chairman of the California Press Association's committee which selects recipients of that organization's "publisher of the year" award. He formerly was a reporter and editor for daily newspapers located in Sacramento, Modesto, and San Jose.

Commenting on Healey's return to full-time teaching, President Kennedy said, "I hope that you will enjoy your new role as a full-time faculty member and that it will be a fulfilling, rewarding experience. While the University will suffer the loss of an experienced administrator, your proven distinction in the classroom will provide a rich, rewarding experience for many students."

◆ LEBENS APPOINTED UNIVERSITY BUDGET OFFICER

James R. Landreth (Director of Business Affairs) has announced the appointment of Frank Lebens to the position of University Budget Officer. Lebens will join the staff of the Financial Operations Department on Monday, Jan. 20, where he will fill a vacancy created when Joseph A. Surra accepted a position as Controller at Sacramento State University.

Lebens has served for the past two and one-half years as assistant to the Director of Personnel Relations where he has been involved with all aspects of the faculty personnel program. He received his BS degree from Iowa State University in 1964 and an MBA from Cal Poly in 1972, following service as a Naval Officer and employment in industry. He has done additional graduate work at Cal Poly.

◆ NEW SALARIES APPROVED FOR EXTENSION

A recent pay letter from the Chancellor's Office has authorized a new salary schedule allowing faculty members to teach courses for the extension program on an individually supervised directed study basis. The important feature of the change is that (with approval of the Associate Dean, Continuing Education) extension courses may now be taught to classes of less than 16 students, with reduced compensation for the instructor. For complete information on the new extension faculty salary schedule, visit or call the Office of Continuing Education, Admin. 314, at Ext. 2053.

STUDENT REFERENDUM ON FEES



Dates for a referendum on student fees have been set at Cal Poly. Students will vote Tuesday and Wednesday (Feb. 25 and 26) on whether to maintain student activities fees at the same level of \$20 per academic year, or at a lower level. The referendum on student activities fees is required by Assembly Bill 3116, which provides state funding of certain instructionally-related co-curricular activities.

Everett M. Chandler (Dean of Students) said that polling places, supervised by members of the university faculty and administrative staff, will be operated on campus on both Feb. 25 and Feb. 26. The Election Committee of the Associated Students, Inc., has been asked to assist in conducting the election. All students attending Cal Poly will be eligible to vote in the election.

Assembly Bill 3116, which was signed into law by former Governor Ronald Reagan, provides for an allocation of state funds for the support of such instructionally-related programs as livestock judging, debate, athletics, and campus publications. Cal Poly's allocation for state support of instructionally-related programs for the current year is \$161,956 of which \$107,863 is allocated for Winter and Spring Quarters.

Currently an allocations committee named by President Robert E. Kennedy is determining the division of \$107,863 among existing instructionally-related programs for the balance of the current academic year. State funds under AB 3116 may be used only for activities related to programs offering academic credit. Results of the election and the recommendations of Dr. Kennedy will both be considered by the trustees in determining the student activity fee level for Cal Poly.

◆ POLY ROYAL DATES ANNOUNCED

Poly Royal, the spectacular open house held annually at Cal Poly, will be held on Friday and Saturday (April 25 and 26). Now in its 43rd year, the open house festival features displays in 52 instructional departments, rodeos, a student carnival, musical presentations, flower and fashion shows, athletic events, a swim show, and a host of special interest activities.

◆ SPRING QUARTER TEXTBOOKS REQUESTS DUE

Faculty members and coordinators of Spring Quarter courses are reminded that textbook requests for Spring Quarter are due at El Corral Bookstore by Friday (Jan. 24). Mary Lee Green (Manager, El Corral) requests the cooperation of faculty members in meeting this deadline as the time element between Winter and Spring Quarter does not allow for late orders.

Typewritten copy intended for the next issue of Cal Poly Report must be received prior to 12 noon on Friday (Jan. 17) in the Public Affairs Office, Adm. 210. Copy intended for Cal Poly Dateline is due in the Public Affairs Office by 12 noon on Tuesday (Jan. 14).

◆ SPANISH LUNCHEON AT VISTA GRANDE

On Wednesday (Jan. 15) Vista Grande Restaurant will serve a special luncheon featuring the food of Spain. The Spanish luncheon menu will be pollo a la Costa Chicken (Costa Brava chicken); ensalada a la Andaluza (Andalusian vinaigrette salad); Spanish crusty rolls; dessert of fresh fruit; coffee, tea or milk. Special decorations will complement the taste of Spanish food. The Spanish luncheon will be served from 11 am through 2 pm at the price of \$1.95.

◆ TAHOE TRIP PLANNED BY UNIVERSITY CLUB

The University Club is sponsoring a fun and ski trip to Lake Tahoe over the Washington's Birthday Weekend. The bus will leave on Friday (Feb. 14) at noon from the parking lot by the University Police office and will return on Monday afternoon (Feb. 17). The cost of transportation by bus and motel reservations at Lake Tahoe will be \$80 per person. For information call Doris Barrowman (Duplicating Center) at Ext. 2195.

◆ CSEA WILL SEE ROSE PARADE FLOAT

The Cal Polys' Rose Parade float, as seen through the eyes of the students who prepared it and watched it course along the 5 mile parade route in Pasadena on Jan. 1, will be featured at the luncheon meeting of Cal Poly Chapter, No. 97, California State Employees Association, at noon on Wednesday, (Jan. 29) in the Staff Dining Room. All faculty and staff are welcome.

◆ WILSON TO BE RECOGNIZED AT RECEPTION/DINNER

A recognition dinner in honor of Harold O. Wilson as well as a coffee reception is being scheduled. The reception will be in the Staff Dining Room on Thursday (Feb. 20) from 3-5 pm. Faculty and staff are also invited to attend the recognition dinner, scheduled on Sunday evening (Feb. 16), at a place to be announced. Those expecting to attend the dinner should fill out the tear-off form at the bottom of this page and return it to the President's Office.

Harold O. Wilson began his association with Cal Poly in 1936 as an instructor of agriculture. Over a period of years he was head of the swine department; Dean of the Voorhis Unit of Cal Poly, Pomona; Executive Dean at the San Luis Obispo campus; and finally, Administrative Vice President. In 1973 he was appointed by Governor Ronald Reagan as Educational Advisor in the Governor's Office. After his retirement from State service in Dec., he was appointed by departing Governor Reagan as a public member of the new Post-Secondary Education Commission. This new appointment, effective Jan. 3, is for a six-year term.

NAME: _____

DEPARTMENT: _____

I plan to attend the recognition dinner for Harold Wilson on Sunday evening* (Feb. 16). Please send further information as soon as available.

(Please return this form to the President's Office, Admin. 407.)

WHO . . . WHAT . . . WHEN . . . WHERE ? ? ?

Curtis F. Gerald and Neil W. Webre (both Computer Science and Statistics) participated in a panel presentation at the joint conference of California Educational Computing Consortium (CECC) and California Educational Data Processing Association in San Francisco, Dec. 4-6. The subject "Teaching Data-Base Management" included representatives from industry as well as from other educational institutions. Dr. Gerald is Cal Poly's representative to CECC.

Emile E. Attala (Computer Science and Statistics) presented a paper titled, "A Minicomputer - CAI System" to the eighth Asilomar Conference on Circuits, Systems, and Computers on Dec. 5.

Sara A. Behman (Associate Dean, School of Business and Social Sciences) attended the Mid-Year Review of California Manpower Policy sponsored by the California Manpower Council at San Francisco on Dec. 18.

Josephine S. Stearns (Child Development), as President of the Tri-Counties Association for the Education of Young Children, attended the annual conference of the National Association for the Education of Young Children in Washington, D.C. during the last week of Nov. 1974.

Alfred M. Bachman (Mathematics) participated in the annual Fall Conference of the California Mathematics Council held Dec. 6-8 in Pacific Grove.

John R. Healey (Head, Journalism) presented the Publisher of the Year Award to Edgar J. Foss, publisher of the Siskiyou Daily News, Yreka, at the winter meeting of the California Press Association held recently in San Francisco. Healey is chairman of the publisher of the year selection committee.

Arthur H. Frietzsche (English) represented Cal Poly at the Western Shakespeare Seminar held at the University of California, Davis, Dec. 7. The major speaker was William Ball of San Francisco's American Conservatory Theatre.

Robert L. Hoover (Social Sciences) has received notification of the publication of his manuscript, Aboriginal Cordage in Western North America, as Occasional Paper No. 1 of the Imperial Valley College Museum. The paper is a survey of cordage techniques and materials of the Indians of the American West. Jay C. von Werlhof, formerly of the History Department, wrote the preface.

James Beug (Computer Science and Statistics) has received notification from Ohio State University that he has met all the requirements for the Doctor of Philosophy degree in computer science. Dr. Beug has been a member of the Computer Science and Statistics Department faculty since the fall of 1973.

Jack R. Lewis (Architecture and Environmental Design) visited representatives of the Occupational Safety and Health Act and the Woodworking Institute to review instructional materials for students on Nov. 14 in Fresno.

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◆ CORRECTION TO WINTER QUARTER CALENDAR

Two corrections to the Winter Quarter 1975 Calendar published in last week's Cal Poly Report are called to the attention of readers. Registration for Spring Quarter 1975 is all day Monday and Tuesday (Mar. 24-25), not beginning at noon Monday as listed in last week's issue. In addition, Friday (Mar. 28), Good Friday, is an Academic Holiday beginning at noon, but non-academic employees are required to work.

◆ WHO...WHAT...WHEN...WHERE??? (continued from page 5)

Jack F. Scott (Agricultural Management) attended an Agribusiness Seminar in the New York City headquarters of the Continental Grain Company on Dec. 15-16 at the invitation of the grain marketing firm.

Douglas G. Genereux and David J. Schaffner (Agricultural Management) have been elected Educational Vice President and President, respectively, of San Luis Obispo Toastmasters Club No. 83.

Sara A. Behman (Associate Dean, Business and Social Sciences) chaired a session sponsored jointly by the American Economic Association (AEA) and the Industrial Relations Research Association (IRRA) in San Francisco on Dec. 29 at the annual winter meeting of both national societies. Dr. Behman also attended the local chapter officers' meeting of the IRRA. She is the Secretary-Treasurer of the year-old California Central Coast Chapter of the IRRA.

Thomas T. L. Chou (Electronic and Electrical Engineering) attended the IEEE 8th Asilomar Conference on Circuits, Systems and Computers on Dec. 3-5 at Pacific Grove. Chou has completed his one-year leave with Lockheed, Sunnyvale.

Elizabeth K. Perryman (Biological Sciences) attended the annual meeting of the American Society of Zoologists held in Tucson, Dec. 28-31. In one of the comparative endocrinology sessions, she presented a paper titled "Fine Structure of the Stellate Cell of the Pars Intermedia of the Frog, *Rana Pipiens*."

John Y. Hsu (Computer Science and Statistics) gave a talk on "Advanced Computer Architecture" at Vandenberg Air Force Base on Dec. 18. He also answered questions concerning the graduate program in Computer Science at Cal Poly.

David J. Sanchez (Head, Ethnic Studies) and Donald K. Cheek (Counselor) were co-directors of a recent continuing education program designed to bring about an awareness of racism and sexism in our society. Approximately 60 Los Padres National Forest employees participated in the two-day seminars which were held in Nov. and Dec. In addition, Don M. Morris (Associate Dean, Continuing Education) gave a three-hour presentation, titled "The Act of Subliminal Stereotyping" or "Hey Garcia, Did You Hear What I Said?"

R. Wallace Reynolds (Engineering Technology) and Robert W. Adamson (Mechanical Engineering) represented Cal Poly at the annual winter meeting of the Pacific Southwest Section of the American Society for Engineering Education held at the University of Hawaii, Dec. 27-28. Reynolds was named chairman-elect for the section and Adamson presented a paper titled: "Environmental Effects and Energy Conservation Measures by the Electric Power Industry."

◆ EPSTEIN APPOINTED JUDGE

Norman L. Epstein, Vice Chancellor and General Counsel for The California State University and Colleges, has been sworn in as a judge in the Los Angeles Municipal Court. Mr. Epstein took the oath of office before Los Angeles Superior Court Judge Charles S. Vogel, completing a legal career in the 19-campus system which spanned more than a decade.

Judge Epstein joined the Chancellor's staff in October, 1962, as Assistant Vice Chancellor and Administrative Advisor. He was appointed Chief Counsel in 1963 and in 1968 acquired the title of General Counsel. He was named Vice Chancellor and General Counsel in November, 1969. In 1973-74 he was President of the National Association of College and University Attorneys. Born in 1933, Judge Epstein received a B.A. degree from the University of California, Los Angeles in 1955 and his LL.B. from the UCLA School of Law in 1958.

Chancellor Dumke announced the appointment of Mayer Chapman, a member of The California State University and Colleges' legal staff since 1963, as acting General Counsel. The Board of Trustees will begin consideration of a permanent appointment during a meeting in Sacramento, Jan. 28-29.

◆ EXHIBITS AND SALES AT EL CORRAL

Paul A. Karlen, a student majoring in Graphic Communications and working at Audio Visual Production, has an exhibition of paintings and photographs at the El Corral Bookstore Mini Art Gallery. The exhibition began on Monday (Jan. 13) and continues through Friday (Jan. 24). El Corral regular hours are Weekdays: 7:45 am - 4:30 pm.

A large number of posters have been placed on sale at El Corral Bookstore. Leftovers of posters accumulated over a period of 2 years (many originally priced up to \$4.00) will be on sale at either 75¢ or \$1. The poster sale begins on Tuesday (Jan 14) and will continue for approximately 2 weeks.

Faculty and staff are cordially invited to view the enlarged supply of craft equipment, supplies, and books at the newly-enlarged stall in the Crafts Center (U.U.). The enlarged store run by El Corral Bookstore is called "THE CAGE" and is primarily intended for the art and craft needs of the campus community and classes taught at the center. The Cage is open: Weekdays - 3 pm to 8:30 pm; Saturday - 1 pm to 5 pm; Sunday - 2 pm to 5 pm.

◆ Type font elements for IBM Selectric typewriters that have broken teeth and can no longer be used are being collected by the Public Affairs Office. Campus offices that wish to dispose of broken type elements are asked to forward them via campus mail or bring them to the Public Affairs Office, Adm. 210.

CANDIDATES FOR FACULTY POSITIONS BEING SOUGHT

Candidates for positions on the faculty of the university are presently being sought, according to Donald L. Shelton (Director of Personnel Relations). Those interested in learning more about the positions are invited to contact the appropriate dean or department head. Cal Poly is an Affirmative Action Employer. Following is a description of the available positions:

Assistant Professor (\$11,880-\$14,448/annually), Soil Science Department, School of Agriculture and Natural Resources. Under the direction of the department head, duties and responsibilities include developing course outlines; preparing materials for lecture and laboratory classes and teaching in the following areas: Land Use Planning, Soil Classification, Soil Conservation and Introductory Soils. Student advisory activities are also involved in the position. Candidates should possess the doctor's degree, and some field experience. Minority group members and women are encouraged to apply. Applications must be received by March 1, 1975.

Instructors, Intermediate and Senior, and Lecturers, Range B and C (\$990-\$1536), School of Architecture and Environmental Design. Duties and responsibilities include the areas of architecture, architectural engineering and construction engineering. Applicants should be prepared to submit a brochure of original work for review, must possess a master's degree, and have office or field experience. Prefer candidates with California registration and teaching experience. Minority group members and women are encouraged to apply. Position available: Spring Quarter, 1975.

SUPPORT STAFF VACANCIES LISTED

Vacant support staff positions have been announced by Robert Negranti (Personnel Management Specialist). Descriptions of the positions and other vacancies are posted outside the Personnel Office, Adm. 110, ext. 2236. Contact the Personnel Office to obtain an application. Cal Poly is an Affirmative Action Employer. The positions are:

Departmental Secretary II-B (\$699-\$849), Social Sciences Department, School of Business and Social Sciences. Duties and responsibilities include performing a variety of general office clerical and secretarial functions of a responsible and difficult nature in support of professional staff members in the office including the department head. Requirements: High school graduate with three years office experience, type 45 wpm, and take dictation 100 wpm. Applications must be received by January 31, 1975.

Custodian (\$616-\$743), Custodial Section, Business Affairs Division. Duties and responsibilities include sweeping, scrubbing, mopping, waxing, and polishing floors; cleaning classrooms, laboratories, shops, locker rooms, blackboards, windows, venetian blinds; safeguarding building or equipment from unauthorized use; cooperating with faculty and students in moving tables, chairs, and other furniture and equipment; making minor repairs and adjustments; assisting in special activities. Requirements: Education equivalent to completion of the eighth grade, one year of experience as a janitor or custodian. Applications must be received by January 21, 1975. Two positions available.

Clerical Assistant II-A (\$561-\$682), University Library, Academic Affairs Division. Duties and responsibilities include performing clerical duties such as charging and discharging books; processing books and other instructional materials; general typing; assisting patrons in the use of A-V equipment and other clerical duties as assigned. Requirements: High school graduate with one year office experience, General Clerical Test administered to all clerical applicants, and type 45 wpm. Applications must be received by January 21, 1975. Temporary Help.

Clerical Assistant II-A (\$561-\$682), School of Architecture and Environmental Design. Duties and responsibilities include typing; filing; operating various office machines; working with student and alumni records; maintaining file of senior projects; assisting parents, future students and visitors with general information regarding curricula and operations of the School of Architecture and Environmental Design. Requirements: High school graduate with one year office experience, General Clerical Test administered to all clerical applicants, and type 45 wpm. Applications must be received by January 21, 1975.

OFF-CAMPUS POSITION VACANCIES

Information on the administrative position vacancies listed below can be obtained from the Placement Office, Adm. 213, ext. 2501:

San Jose State University - Executive Dean (\$25,656-\$31,188). Advanced degree, doctorate preferred; experience must include extensive participation in college level teaching and administration. Appointment date is Sept. 1, 1975 with application deadline of Mar. 1, 1975.

San Francisco State University - Dean, Faculty Affairs (\$25,000-\$31,000). Qualifications include an earned doctorate, scholarly achievement and strong administrative experience in higher education. Position available July 1, 1975 with an application deadline of Mar. 1, 1975.

encouraging notes

January 14, 1975

NSF: Criteria for the Selection of Research Projects. A National Science Foundation policy statement detailing criteria for the selection of research projects appeared on December 9 in the Federal Register, pp. 42954-56. The statement was approved by the National Science Board on October 17-18, 1974, and covers agency objectives and methods, functions performed, criteria for support by category, a discussion of the criteria as they apply to various types of projects, and the application of the criteria to the Foundation's specific programs. The criteria have been grouped in four categories:

- Category A. Criteria relating to competent performance of research--the technical adequacy of the performer and of his institutional base:
- (1) The scientist's training, past performance record, and estimated potential for future accomplishments;
 - (2) The scientist's demonstrated awareness of previous and alternative approaches to his problem;
 - (3) Probable adequacy of available or obtainable instrumentation and technical support.
- Category B. Criteria relating to the internal structure of science itself:
- (4) Probability that the research will lead to important discoveries or valid, significant conceptual generalizations within its field of science or (in the most favorable cases) extending to other fields as well;
 - (5) Probability that the research will lead to significant improvements or innovations of investigative methods--again with possible extension to other fields of science.
- Category C. Criteria relating to utility or relevance:
- (6) Probability that the research can serve as the basis for new invention or improved technology;
 - (7) Probable contribution of the research to technology assessment--i.e., to estimating and predicting the direct and indirect, intended and unintended effects of existing or proposed technologies;
 - (8) Identification of an immediate programmatic context and user of the anticipated research results.
- Category D. Criteria relating to future and long-term scientific potential of the United States:
- (9) Probable influence of the research upon the capabilities, interests, and careers of participating graduate students, postdoctoral associates or other junior researchers;
 - (10) Probability that the research will lead to radiation and diffusion, not only of technical results, but also of standards of workmanship and a tradition of excellence in the field;
 - (11) Anticipated effect upon the institutional structure of U. S. Science.

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Follow-up On Title VI-A Matching Grants for Equipment. In addition to the U. S. Office of Education guidelines, the school deans now have pertinent sections of the California State guidelines in their offices. Since all campus proposals will be reviewed by the California Postsecondary Education Commission, it is important that state guidelines and criteria be observed. It should also be clarified that the entire University is not eligible to receive more than a \$20,000 grant on a matching basis. It is especially important to explain how the instructional program will be improved by the acquisition of the requested equipment.

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Fellowships for Independent Study and Research. The National Endowment for the Humanities has announced a fellowship program for independent study and research. Applicants must have completed their formal academic training by the date of the application: June 2, 1975. The scope of the endowment support includes, but is not limited to, the study of the following: history; philosophy; modern and classical languages; literature; linguistics; archaeology; the history, criticism, and theory of the arts; ethics; comparative religion, and those aspects of the social sciences that employ historical or philosophical approaches, including cultural anthropology, sociology, political theory, international relations, and other subjects concerned with value and non-quantitative matters. Tenure: six or twelve months with a maximum stipend of \$20,000. Awards announced late in November 1975. For application forms and additional information, write: Division of Fellowships, National Endowment for the Humanities, 806 - 15th Street, N.W., Washington, D.C., 20506.

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Fellowships for Journalists. The National Endowment for the Humanities will award twenty-four fellowships to professional journalists in 1975-76, twelve at the University of Michigan and twelve at Stanford University. Awards provide salary-equivalent stipends not to exceed \$1,500 per month for the academic year, plus tuition and \$250 for books and supplies. Deadline is April 1, 1975, with announcement to be made in June. For applications and information write to:

C-3, Cypress Hall
Stanford University
Stanford, CA 94305
(415) 497-4937

Department of Journalism
University of Michigan
Ann Arbor, MI 48104
(313) 763-2400

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CARE Reminder. Only one competition and application date for CARE (Creative Activity and Research Effort) proposals is scheduled this academic year and the deadline is January 31, 1975. Grants are made for research in any field or for scholarly or creative activity (but normally not for curriculum development or travel to professional meetings). Faculty should plan to begin their programs before the summer. Awards will be announced no later than May 30, 1975. Application forms and additional information may be obtained from Howard Boroughs (Coordinator, Research Development) in Administration 317, at Extension 2982.

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